

# ADVERTISED BID CITY OF ST. LOUIS

OFFICE OF THE SUPPLY COMMISSIONER  
1200 MARKET ST RM 324  
ST LOUIS MO 63103-2842



REQUEST FOR QUOTE

65016Q0658

PAGE

1

ADDRESS CORRESPONDENCE TO

We agree to furnish the following articles to the City of St. Louis, free of any extra charges, in the quantity named and at the prices respectively stated:

SHIP TO

ST LOUIS POLICE DEPT  
FLEET SERVICES  
3930 LACLEDE AVENUE  
ST LOUIS, MO

63108  
314-444-1222

SEE TERMS AND CONDITIONS ON THE REVERSE SIDE OF THIS QUOTATION SHEET.

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
04/13/16				

REPLY DUE BY: 05/10/16 12:00 O'CLOCK NOON

NEEDED BY DATE	QUANTITY	UNIT	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
	REQ LINE NUMBER : 0001					
	1	EACH	SLPD	650640038		
	2016 CHEVROLET EXPRESS 3500 RWD VAN CG33405					
	*SEE 6 PAGES OF SPECS* NOTE ANY DEVIATIONS.					
	BRAND ----- PRODUCT NO. -----					
	OR ACCEPTABLE EQUAL; UNLESS "NO SUBSTITUTE" ALLOWED MANUFACTURER BRAND AND/OR CATALOG DESCRIPTION IN SPECIFYING ANY ITEM DOES NOT RESTRICT BIDDERS TO THAT MANUFACTURER, BRAND, OR CATALOG DESC. IDENTIFICATION THE BIDS SUBMITTED MUST BE OF SUCH CHARACTER, QUALITY, AND/OR EQUIVALENCE THAT IT WILL SERVE THE PURPOSE FOR WHICH IT IS TO BE USED EQUALLY WELL AS THAT SPECIFIED, AND BE ACCEPTABLE TO THE USING DEPARTMENT. BIDDER MUST FURNISH COMPLETE DATA AND INFORMATION FOR ITEMS BID THAT DO NOT MEET THE SPECIFICATIONS LISTED IN THE BID.					
	+++++ BIDS WILL BE AWARDED BASED ON OFFICIAL SPECIFICATIONS PROVIDED BY SUPPLY DIVISION ONLY & ANY RELATED ADDENDA. ALL INQUIRIES MUST BE IN WRITING (LETTER/E-MAIL/FAX) TO THE FOLLOWING BUYER: JOHN CASSIDY - CASSIDYJ@STLOUIS-MO.GOV FAX# 314-622-4141 PHONE# 314-622-4596 +++++					
	CHECK HERE IF YOU WANT A BID TABULATION: ALLOW 30 DAYS FOR RESULTS -----					
					<b>TOTAL →</b>	

NAME OF FIRM	STATE DELIVERY: CALENDAR DAYS	COMPTROLLER	Date
ADDRESS			
CITY	SIGNED BY:	SUPPLY COMMISSIONER	Date
PHONE			
Area Code ( )			

OFFICE OF THE SUPPLY COMMISSIONER  
1200 MARKET ST RM 324  
ST LOUIS MO 63103-2842

TO



6501600658

2

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NEEDED BY DATE	QUANTITY	UNIT	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
				STATE BEST GUARANTEED DELIVERY:	A.R.O.	
				ALL ITEMS SHALL BE F.O.B. DESTINATION		
				FREIGHT OR DELIVERY CHARGES MUST BE INCLUDED IN QUOTE OR INDICATED BELOW IN ORDER TO RECEIVE PAYMENT!		
				( ) FREIGHT IS INCLUDED IN THE QUOTE PROVIDED - OR - ( ) WE WILL CHARGE \$ _____ FREIGHT/DELIVERY		
				THE CITY RESERVES THE RIGHT TO SPLIT AWARDS, VENDOR MUST INDICATE (SPLIT) OR (ALL OR NONE) FOR MULTI LINE BIDS.		
				----- BIDDING "ALL OR NONE"		
				----- SPLIT AWARD ACCEPTABLE		
				PLEASE PROVIDE CONTACT INFORMATION FOR THIS BID:		
				NAME: -----		
				E-MAIL: -----		
				PHONE: -----		
				TOTAL →		

NAME OF FIRM

ADDRESS

CITY

PHONE

Area Code ( )

**STATE DELIVERY:**

## CALENDAR DAYS

SIGNED BY:

COMPTROLLER

Date \_\_\_\_\_

SUPPLY COMMISSIONER

Date \_\_\_\_\_

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04/13/16				

REPLY DUE BY: 05/10/16 12:00 O'CLOCK NOON

NEEDED BY DATE	QUANTITY	UNIT	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
	<p>ORDINANCE #60643 - A CITY OF ST LOUIS BUSINESS LICENSE IS REQUIRED IF YOUR COMPANY MEETS ANY OF THE FOLLOWING: (CHECK AS APPROPRIATE):</p> <p>----- BUSINESS IS LOCATED WITHIN THE CITY LIMITS</p> <p>----- DELIVERY WITHIN CITY LIMITS IS BY COMPANY TRUCK</p> <p>----- SALES CALLS ARE MADE WITHIN THE CITY LIMITS</p> <p>* VENDORS SHOULD NOTE IF THEY ARE MINORITY OR WOMEN OWNED BUSINESS (CHECK)</p> <p>MBE ----- WBE -----</p> <p>LIST ITEMS MANUFACTURED, ASSEMBLED OR PRODUCED IN A FOREIGN COUNTRY ON THE ENCLOSED (BUY AMERICAN) FORM FOR BIDS TOTALING \$1,000 OR HIGHER</p> <p>***** WEBSITE INFORMATION *****</p> <p>* * TO DOWNLOAD SUPPLY BIDS GO TO: * * HTTP://STLOUIS-MO.GOV/SUPPLY/BID-NOTICES.CFM * * CLICK ON BID NOTICES *****</p>					
					<b>TOTAL →</b>	

NAME OF FIRM	STATE DELIVERY: CALENDAR DAYS	COMPTROLLER	Date
ADDRESS			
CITY	SIGNED BY:	SUPPLY COMMISSIONER	Date
PHONE			
Area Code ( )			

**FLEET SERVICES DIVISION**

**SPECIFICATIONS FOR MOTOR VEHICLES  
MARKED PRISONER TRANSPORT VAN**

MODEL: 2016 Chevrolet Express 3500  
Model CG33405  
9600 lb. GVWR (C6Y)  
135.0 " Wheelbase  
Federal Emission Requirement

**TO BE STANDARD FACTORY EQUIPPED WITH THE FOLLOWING  
ITEMS UNLESS DEALER INSTALLATION IS HEREIN PERMITTED:**

**AIR CONDITIONING:**

To be equipped with all weather heating, ventilating and air conditioning systems. All controls are to be mounted within convenient reach of the operator. All controls are to be clearly marked as to their function. Front air only- no rear system.

**ALTERNATOR:**

The alternator is to be of heavy-duty construction and have a minimum rated output of 145 amps.

**BATTERY:**

The battery is to be maintenance free type of heavy-duty design. The battery is to have a minimum cold cranking rating of 600 amps.

**BRAKE SYSTEM:**

The vehicle is to be equipped with a heavy-duty design; power assisted hydraulic brake system. The brake system is to incorporate front disc type and rear disc type brakes. The vehicle should be equipped with the standard antilock braking system. The vehicle must also include a brake/ transmission shift interlock system to prevent the vehicle from being shifted into gear without the vehicle brakes being applied.

**COOLING SYSTEM:**

The vehicle is to be equipped with the largest and most efficient cooling system available. The cooling system must incorporate a coolant recovery system. The cooling system can use extended life coolant as its factory fill. The vehicle should be equipped with a gauge or warning light to alert the operator as to system operating conditions. A transmission cooler can be incorporated into the vehicle radiator.

**DIFFERENTIAL:**

The differential should be heavy-duty design. The rear axle ratio will be a minimum of 3.42 to one and include Locking Differential.

**ENGINE:**

The engine is to have a minimum displacement of 6.0 liters. The engine is to have a minimum of eight (8) cylinders. The engine is to be equipped with electronic fuel injection calibrated to provide maximum performance. The engine must be in compliance with all Federal exhaust emissions requirements for the area of operation.

**FLOOR COVERING:**

The floor covering is to be constructed of heavy-duty rubber or vinyl material. The floor covering should be resilient and resistant to wear at all high use areas especially at the vehicle operator's floor and all attachment points. The floor covering should be black in color. Floor covering is only required in the front seating area.

**FUEL TANK:**

The fuel tank is to be a minimum of 31-gallon capacity or 104.4 liter capacity.

**GLASS:**

All vehicle glass is to be heat absorbing tinted type. Gradient of tinting is to be no more than the standard level available. The vehicle is to be equipped with fixed full body glass, all-around windows.

**GROSS VEHICLE WEIGHT RATING:**

The vehicle's Gross Vehicle Weight Rating is to be a minimum of 9600 lbs.

**HEADLINER:**

The vehicle is to be equipped with a headliner to provide adequate insulation in the operator/passenger area. The headliner is to be in the front of the vehicle only. The headliner is to be color-keyed to match the interior color.

**HOOD RELEASE:**

An inside hood release is to be provided within convenient reach of the operator.

**KEYS:**

The vehicle is to be furnished with four (4) sets of keys for each vehicle. The keys will be dealer provided at the time of vehicle delivery.

**LIGHTING, INTERIOR:**

Interior lighting will consist of a dome light controlled by a switch either integrated into the headlight control or separate from the headlight switch. The switch must be located within convenient reach of the vehicle operator. Operation should be independent of other lights. An auxiliary dome light should be installed between the sun visors. The lamp should be controlled with a pushbutton switch integrated into the lamp assembly.

**LIGHTING, EXTERIOR:**

A Unity model #225, six (6) inch diameter will be installed on the left side "A" pillar. The spotlight should be wired independent of the ignition switch and should have proper circuit overload protection. The spotlight should be factory installed if available from the manufacturer.

**LOCKS:**

The vehicle is to be equipped with power door locks in the front doors only. The door locks in the rear compartment doors are to be functional with the keys only. The power door locks in the rear doors are to be disabled. All locks on the vehicle are to be keyed alike, with a different key code for each vehicle.

**MIRRORS:**

The vehicle is to be equipped with the heated power-adjustable exterior mirrors with an additional Velvac rear cross view mirror. The rear cross view mirror must be installed prior to vehicle delivery.

**PAINT:**

The paint color and paint scheme will be selected at the completion of the bid process. **WHITE**

**RADIO:**

The sound system is to be the standard electronic AM/FM stereo with digital clock and push button tuning. Radio should have seek and scan capabilities and two (2) speakers.

**SEATING:**

The vehicle is to be equipped with front driver and passenger seats. The seats are to be bucket type with high seat backs. The vehicle is also to be equipped with seat belts, seat adjusters and assist handles.

**SERVICE LITERATURE:**

The Fleet Services Division is to be supplied three (3) copies of the manufacturer's service manual and two (2) copies of the manufacturer's parts manual. The manufacturer is to also provide two (2) copies of the Electrical and Vacuum Troubleshooting Manual and Emissions Diagnosis Manual. **The manuals are to be provided at no additional cost to the Fleet Services Division. All Literature can be provided either on CD or Internet.**

**SIDE DOOR:**

The vehicle is to be equipped with standard side swing out doors. The doors are to be equipped with fixed glass.

**SPEED CONTROL SYSTEM:**

The speed control system is to be factory equipped. The controls for the speed control system are to be located within convenient reach of the operator and should be clearly marked as to their function.

**STEERING SYSTEM:**

The steering system is to be power assisted. The power steering system can include a power steering cooler to reduce fluid temperature. The steering column should be tilt type design to provide the operator with a range of tilt angles, which increases operator comfort levels and operator performance levels. The tilt control lever should be designed to provide the operator with a convenient means of adjusting steering column positions.

**SUPPLEMENTAL INFLATABLE RESTRAINTS:**

The vehicle is to be equipped with supplemental inflatable restraints (airbags) for both the driver and front seat passenger. The Second Generation type is acceptable if standard or mandated.

**SUSPENSION:**

The suspension system should be heavy-duty design. The suspension system should incorporate a heavy-duty front stabilizer bar, shock absorbers and heavy-duty front and rear springs. The front springs should be coil type and the rear springs being of the leaf type.

**TIRES & WHEELS/TRIM:**

The tires are to be All Season steel belted radial type tires. The tire size is to be LT245/75R16E. The tires are to have black sidewalls. The tires are to have a load range rating of Load Range "E". The vehicle must be supplied with a full-size spare tire, which matches the vehicle's tires. The wheels are to be heavy-duty steel type either white or argent in color. The wheels are to be equipped with the standard level wheel trim.

**TRANSMISSION:**

The vehicle is to be equipped with a six (6)-speed electronically controlled automatic transmission with overdrive. The transmission is to be of heavy-duty design. The transmission is to be equipped with an external transmission oil cooler to reduce fluid temperatures.

**UPHOLSTERY:**

The driver and passenger seats are to be upholstered with heavy-duty vinyl upholstery. The upholstery color will be selected at the completion of the bid process.

**WINDOWS:**

The front windows are to be power actuated with the controls placed within convenient reach of the operator. The switch can incorporate an express down control feature on the driver's window. The controls should be clearly marked as to their function.

**WINDSHIELD WIPER/ WASHER SYSTEM:**

The windshield wipers are to be multiple speed system with intermittent and windshield washers.

**NOTE:** No "Stick On" type emblems are to be installed on the vehicles. No dealer advertising is to be installed on the vehicles.



## **FLEET SERVICES DIVISION**

### **STANDARD ATTACHMENT TO VEHICLE SPECIFICATIONS**

#### **ILLUSTRATIVE AND TECHNICAL DATA**

##### **PARTS MANUALS:**

Bidder (Dealer) to supply two (2) complete sets of parts books for the make, model type and year for the vehicle requested in this set of specifications, on or before the vehicle delivery. This item can be provided on Internet or CD versions. Cost to be included in the bid.

##### **SERVICE MANUALS:**

Bidder (Dealer) to supply two (2) complete set (s) of Service Manual(s), Power-train Controls/Emission Diagnosis manuals, and Electrical Wiring Diagrams for the make, model, type and year for the vehicles requested in this set of specifications, on or before the first delivery. This item can be provided on Internet or CD versions. Costs to be included in the bid.

##### **TECHNICAL SERVICE BULLETINS:**

Bidder (Dealer) or Manufacturer to supply one (1) copy of all technical service bulletins and campaign bulletins covering vehicles purchased under this bid. Costs to be included in the bid.

##### **WARRANTY:**

Bidder (Dealer) or Manufacturer to supply specific details of standard warranties: in addition, specific details of available special or extended warranties.

##### **TRAINING:**

To be provided to the Metropolitan Police Department's Fleet Services Division. The successful bidder shall provide the Fleet Services Division with notification of any/all product changes pertinent to the vehicles delivered. Successful bidder is required to include job-site training/ instruction for vehicle maintenance and repair for Fleet Services Division service personnel. Training is to be provided when requested by the Fleet Services Division. The Fleet Services Division shall have access (at no cost) to all training aids provided to dealerships by the vehicle manufacturer, such as local training centers and satellite broadcast training sessions. If costs for this training apply, dealers are to itemize these costs and include such costs in the bid proposal detailing the number of hours/days/sessions, or employees that would be trained under this proposal.



**CITY OF ST. LOUIS  
DEPARTMENT OF FINANCE  
OFFICE OF THE SUPPLY COMMISSIONER**

**CAROL L. SHEPARD, CPA  
SUPPLY COMMISSIONER**

**FRANCIS G. SLAY  
MAYOR**

**1200 MARKET ST RM 324  
SAINT LOUIS MO 63103  
PHONE 314-622-4580  
FAX 314-622-4141**

**ATTENTION BIDDERS**

*Please carefully review all information requested in this bid package.*

*Failure to submit requested samples, literature or any other requested information may result in disqualification of your bid or any portion of your bid.*

*Also the reasons indicated below may disqualify your bid. If you have any questions, call the buyer indicated in this bid package.*

**This form must be returned with your bid.**

- Two or more bids submitted for one item, unless instructed to do so. (item rejected)
- Signature missing on bid or any required form.
- Buy American Form not completed or returned. (may be rejected)
- M/WBE Form not completed or returned. (may be rejected)
- Altered or erased unit prices must be initialed.
- Faxed bid, unless specifically requested (will be rejected).
  
- FOR CONTRACTS ONLY: Please provide your DUNS # \_\_\_\_\_
- FOR CONTRACTS ONLY: Failure to submit required Bond by the date indicated.

***I certify that I have read and understand the information above.***

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# ST. LOUIS DOMESTIC PRODUCTS PROCUREMENT ACT

The City of St. Louis has enacted an ordinance relating to the purchase of domestic products by City government, with penalty provisions. The ordinance amends Section 5.58.010 Revised Code of the City of St. Louis, 1986, as amended by adding thereto new subsections dealing with the requirement that the Supply Commissioner or his designee give preference to goods or commodities manufactured in the United States of America, stating exceptions to said policy. Sections one through six are reprinted below.

**Section One.** Section 5.58.010 Revised Code of the City of St. Louis is hereby amended by adding the following language: Each solicitation to bid and the method of describing the items to be bid upon of any goods or commodities sought to be purchased by the Office of Supply Commissioner, and any contract entered into by and on behalf of the City of St. Louis and executed by the Mayor and/or the Comptroller of the City of St. Louis wherein the construction, alteration, repair or maintenance of any public works is the subject of the contract so executed, shall contain a provision that the goods or commodities furnished or used in the furtherance of said project by any contractor or subcontractor, manufacturer or supplier as the case may be, shall be manufactured, assembled or produced in the United States, and said requirement as defined above shall be stated in said bid.

**Section Two.** The provision of Section One of this Ordinance shall not apply in the following instances:

- (i) Where the item purchased as the contract entered into for repairs or renovation is less than One Thousand (\$1,000.00) Dollars.
- (ii) Where no line of a particular good or product is manufactured, assembled or produced in the United States.
- (iii) Where the acquisition of United States manufactured or produced goods would increase the cost by more than (10%) percent.

**Section Three.** The certificate required by this section shall specify the nature of the contract, the product being purchased or leased, the names and addresses of the United States manufacturers and producers contracted by the Commissioner or the project architect or engineer, and an indication that such manufacturers or producers could not supply sufficient quantities or that the price of the products would increase the cost of the contract by more than ten percent.

**Section Four.** No public agency may authorize, provide for, or make any payment to any vendor or contractor upon any contract in violation of section 2 of this act. Prior to the awarding of the bid and before any public agency authorizes, provides, or makes payment to any vendor or contractor upon any contract to which section 2 or 6 of this act applies, the vendor or contractor shall provide proof of compliance with section 2, and, if applicable, section 6 of this act. Any vendor or contractor who knowingly misrepresents any material fact to the public agency concerning the origin of any manufactured goods or commodities shall be guilty of a Class A misdemeanor.

**Section Five.** Sections 1 to 6 of this act shall apply only to contracts and subcontracts entered into after the effective date of this act, and shall not limit the use or supply of manufactured goods or commodities purchased or leased prior to the effective date of this act.

**Section Six.** Nothing in sections 1 or 6 of this act is intended to contravene any existing treaty, law, agreement, or regulation of the United States. All contracts under section 1 or 6 of this act shall be entered into in accordance with existing treaty, law, agreement, or regulation of the United States including all treaties entered into between foreign countries and the United States regarding export-import restrictions and international trade and shall not be in violation of sections 1 to 6 of this act to the extent of such accordance.

## Interpretations and Guidelines

**Section One:** "Shall be manufactured" is interpreted to mean to make or process a raw material into a finished product or to turn-out in a mechanical manner. "Assembled" is interpreted to mean to fit or to join together the parts, gather, or to congregate in a manufacturing environment. "Produced" is interpreted to mean to create by manual or physical effort, to make or yield to customary product or products.

**Section Two (i)** This is interpreted to mean less than one thousand dollars in aggregate (total purchases).

(iii) When applying this subsection, multiply the cost of the foreign product by ten percent and compare the cost to the American product. If the American product cost is less than the sum of the cost of the foreign product plus ten percent, the award will be made to the vendor bidding the American product. The price paid by the City of St. Louis will be the actual price bid by the winning bidder.

**Section Three:** "Could not supply sufficient quantities" is interpreted to mean in order to meet the using agency's delivery schedule and in quantity specified.

**Section Four:** The vendor's authorized representative must complete a self-certification form, as required by the existing procedures previously indicated. These certification forms will be used to determine whether the manufacturer or producers could, or could not supply sufficient quantities, or the cost of the products would increase the contract by more than ten percent.

Prior to the City awarding the bid, the vendor shall provide certification that the product being bid is manufactured, assembled or produced in the United States or there is an existing treaty, law or regulation whereby the product bid shall be treated the same as product manufactured, assembled or produced in the United States. The procuring agency shall accept the self certification in order to apply the percentage differential that is applicable under this law. Failure to provide certification shall cause the city to presume that such product is not American made and preference shall not be considered for that product.

# CERTIFICATION FORM

## ST. LOUIS DOMESTIC PRODUCTS PROCUREMENT ACT

### (BUY AMERICAN)

Bidders are advised of legislation enacted by the City of St. Louis which requires all manufactured goods or commodities used or supplied in the performance of this contract or any subcontract to be manufactured, assembled or produced in the United States, unless obtaining American made products would increase the cost of this contract by more than ten percent.

Section Four requires the vendor or contractor to certify his compliance with this legislation and if applicable, Section Six, if preference is claimed.

This legislation does not apply if the total bid is less than one thousand dollars (\$1,000.00).

Bids received will be evaluated on the basis of this legislation. Certificates of compliance must be completed and returned to be considered for preference. Failure to provide certification shall cause the City to presume that such product is not American made.

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#### CERTIFICATION

If **all** the specified goods or products are manufactured, assembled or produced in the United States, check box at left and complete certification at the bottom of this form.

☐

#### SECTION SIX CERTIFICATION

If any or all of the specified goods or products are manufactured, assembled or produced in a country other than the "United States", and exemption is requested because such product is Fair Trade Product: (a) list the country, other than the United States, where each good or product you propose to furnish is manufactured, assembled or produced; (b) check box at left of this paragraph and list corresponding commodities and (c) complete Section Six Documentation portion below.

**Item Number(s)**

**Location Where Item Manufactured, Assembled or Produced**

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#### SECTION SIX DOCUMENTATION

The specified goods or products are treated as manufactured, assembled or produced in the United States under an existing treaty, law, agreement or regulation of the United States regarding export-import restrictions and international trade. List item Number(s) and Treaties covering item below.

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#### DEFINITIONS

**MANUFACTURED** - to make or process a raw material into a finished product; create, or to produce or to turn-out in a mechanical manner.

**ASSEMBLED** - to fit or join together the parts in a manufacturing environment.

**PRODUCED** - create by manual or physical effort, to make or yield the customary product or products.

#### MUST BE COMPLETED AND SIGNED

I hereby certify that the above information is true and correct and further certify that this statement complies with all provisions of Section 5.58.010 Revised Code of the City of St. Louis, 1985, as amended.

**FIRM NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**BY:** \_\_\_\_\_

(SIGNATURE and TITLE)

**CITY OF ST. LOUIS/SUPPLY DIVISION  
MINORITY/WOMEN BUSINESS ENTERPRISES FORM  
(M/WBE FORM)**

**A. Mayor's Executive Order #28, Section Six - Supply Contracts**

1. The goal of the City of St. Louis is that 25% of the value of all contracts let and purchases made by the Supply Commissioner shall be let or made with Minority Business Enterprises (MBEs) and that 5% of the value of all contracts let and purchases made by the Supply Commissioner shall be let or made with Women's Business Enterprises (WBEs).
2. All contracts let by the Supply Division for the purchase or lease of materials, equipment, supplies, commodities or services, the estimated cost of which exceeds \$500, shall be subject to this goal.
3. The methods by which the Supply Commissioner shall pursue this goal shall include but not be limited to the following:
  - a. The Supply Commissioner shall solicit bids from minority business enterprises and women's business enterprises certified to supply the required materials, equipment, supplies or services;
  - b. St. Louis Airport Authority (SLAA) shall provide the Supply Commissioner with a list of minority business enterprises and women's business enterprises qualified to provide each of those commodities that the Supply Commissioner indicates are required by the City;
  - c. The Supply Commissioner shall notify SLAA prior to solicitation of bids whenever no such qualified businesses are available;
  - d. SLAA shall attempt to identify such qualified businesses, and if successful, shall notify the Supply Commissioner of their availability; and
  - e. The Supply Commissioner shall provide such minority business enterprises and women's business enterprises every practical opportunity to submit bids.
4. Joint ventures or mentor-protégé relationships between prime contractors and subcontractors with local MBE and WBE firms are encouraged.
5. Participation of MBE and WBE firms located outside the St. Louis Metropolitan Statistical Area (SMSA) shall not count toward the goals established in this order.

**B. SUPPLY DIVISION POLICY**

It is the policy of the Supply Division that all bids/contracts awarded adhere to the Mayor's Executive Order #28. All vendors are encouraged to comply with this policy and all other provisions of Executive Order #28. A copy of Executive Order #28 is available upon request. Each Vendor/Contractor (bidder) must complete, sign and return this M/WBE Form. Failure to complete, sign and return the M/WBE Form will result in the bid being declared non responsive and your bid may be eliminated.

**C. OBLIGATION**

The bidder agrees to make a good faith effort to ensure that M/WBE businesses have an opportunity to participate in the performance of contracts or subcontracts financed in whole or in part with City funds. The bidder will take all necessary and reasonable steps to ensure that said businesses have an opportunity to compete for and perform under this bid/contract. The bidder shall not discriminate on the basis of race, color, national origin or sex in the award and performance of bids/contracts. The Directory of Disadvantaged, Minority and Women Owned Business Enterprises certified by the City of St. Louis, can be viewed at [www.mwdbe.org](http://www.mwdbe.org).

**CITY OF ST. LOUIS/SUPPLY DIVISION  
MINORITY/WOMEN BUSINESS ENTERPRISES FORM  
(M/WBE FORM)**

**D. BID/CONTRACT IDENTIFICATION**

Bid #: \_\_\_\_\_ or Contract Name: \_\_\_\_\_

Opening Date: \_\_\_\_\_ Your Bid Total: \$ \_\_\_\_\_

If your bid is \$500 or higher, please complete Section 'E'. We are NOT requesting information on how your company currently supports M/WBE suppliers. We want to know if there are opportunities you might consider to work with M/WBE suppliers for THIS SPECIFIC bid/contract.

**E. ASSURANCE**

**MBE/WBE Goal: 25% MBE and 5% WBE (Minimum Participation)**

I, acting in my capacity as an officer of the undersigned bidder(s) if a joint venture, hereby assure the City of St. Louis that on this bid/contract my company will: (CHECK ONLY ONE)

☐ Meet or exceed the M/WBE goal with: \_\_\_\_\_ % MBE and \_\_\_\_\_ % WBE Participation

Proposed MBE Vendor Name: \_\_\_\_\_ Amount \$ \_\_\_\_\_

Item or materials to be supplied by MBE Vendor: \_\_\_\_\_

Proposed WBE Vendor Name: \_\_\_\_\_ Amount \$ \_\_\_\_\_

Item or materials to be supplied by WBE Vendor: \_\_\_\_\_

☐ Fail to meet the M/WBE goal, but made a good faith effort to meet the goals as follows:

\_\_\_\_\_ % MBE and \_\_\_\_\_ % WBE Participation (Enter Proposed Vendor information above.)

☐ Not meet the M/WBE goal for the following reasons(s): (Check All That Apply)

<input type="checkbox"/>	Our Company is an MBE certified by the State of: _____
<input type="checkbox"/>	Our Company is a WBE certified by the State of: _____
<input type="checkbox"/>	We have contacted suppliers listed in the SLAA Directory but have received no reply
<input type="checkbox"/>	There are no subcontracting opportunities for this bid/contract
<input type="checkbox"/>	We are a Dealer and the order will be drop-shipped from the manufacturer to the user
<input type="checkbox"/>	We are the manufacturer and the order will be drop-shipped from the factory to the user
<input type="checkbox"/>	A letter of explanation is attached
<input type="checkbox"/>	Other reason: _____ _____

FIRM NAME: \_\_\_\_\_

FEDERAL ID NUMBER: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

FAX NUMBER: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

TITLE: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

**ORDINANCE #69431**  
**Board Bill No. 295**  
**Committee Substitute**  
**As Amended**

An Ordinance repealing Section One, part 86.040 of Ordinance 56716, pertaining to the opening of bids, codified as Section 5.58.040 of the Revised Code of the City of St. Louis, and enacting a new provision on the same subject matter which allows a local bidder to match the lowest bid when the lowest bid is from a non-local bidder; enacting a new provision on the same subject matter; containing severability clause.

WHEREAS, local businesses which seek to enter into contracts with the City of St. Louis are at a competitive disadvantage with businesses from other areas because of the higher administrative costs of doing business in the City;

WHEREAS, the City of St. Louis desires to encourage businesses to remain in the City and to relocate to the City;

WHEREAS, by enacting a local preference law that allows a local firm to match the lowest bid when its bid is within 2% percent of the lowest bid, the City hopes to encourage and stimulate local business.

**BE IT ORDAINED BY THE CITY OF ST. LOUIS AS FOLLOWS:**

**SECTION ONE.** Section One, part 86.040, Ordinance 56716 is hereby repealed.

**SECTION TWO.** Enacted in lieu thereof is the following new section.

**5.58.040 - Opening of bids.**

A. Proposals shall be opened at the time and place fixed by the advertisement, in the presence of such bidders as desire to be present, and shall be open to the inspection of bidders.

B. The bids shall not be materially modified or amended as to price, specification or otherwise, nor substitutions placed thereon, after opening except when the lowest bid is from a non-local bidder. When the lowest bid is from a non-local bidder, any local bidder within two percent of the lowest bid may match the lowest bid. If a local bidder matches the lowest bid, then the Supply Commissioner may select the bid from the local bidder. If more than one local bidder is within two percent of the lowest bid, then only the lowest local bidder may match the bid. In all other circumstances, modification, supplementation or amendment shall cause rejection of the bid. For purposes of this chapter, local bidder means a bidder whose principal place of business is within the City of St. Louis, has had a valid business license for at least one year, and is current in payment of local taxes. Principal place of business shall be defined as the business's physical office, plant, or site where a majority (51%) of the full-time employees, chief officer, and managers of the business regularly work and conduct business, or where the plant or office and equipment required for the furnishing of the goods or performance of the services provided to the City, as required by the contract, are physically located in the City of St. Louis for at least one taxable year immediately prior to the date of the bid.

C. Bids may be for one or more or all the articles advertised for, but there shall be a specific bid on each article. The award may be made to the lowest bidder for any article, or to the lowest bidder for the entire requisition or any part thereof, but the Board of Standardization may reject any or all bids or any part of any bid.

**SECTION THREE. Severability.**

The provisions of this section are severable. If any provision of this ordinance is declared invalid, that invalidity shall not affect other provisions of the ordinance which can be given effect without the invalid provision.

Approved: April 29, 2013

**CITY OF ST LOUIS, MISSOURI**  
**INSTRUCTION TO BIDDERS (for request for quotations - RFQs)**

VENDORS SHOULD CAREFULLY READ THE FOLLOWING INSTRUCTIONS AND TERMS AND CONDITIONS, BEFORE SUBMITTING QUOTATION. **CAUTION: THIS IS NOT AN ORDER**

- Quotations will only be accepted on this form which must be returned in a **sealed envelope**. *The upper left corner of the envelope must include the following information: Vendor Name, Quotation Number and the Due By Date.* This information is also required on any mail delivered next day or overnight.
- Quotations should be typewritten or in ink. Altered or erased unit price(s) must be initialed. One copy of Quotation Sheet must be submitted, please retain a copy for your files.
- The Supply Commissioner reserves the right to reject any or all bids.
- The Supply Commissioner reserves the right to make awards on an item basis or on a total basis.
- Bidders must quote Unit Price(s) and Extension on each item. When an error appears on an extension, the Unit Price(s) will govern.
- When Quotation Sheet requests item(s) by brand name and your quote is for an alternate brand – show brand name(s) with model number(s) and attach full specifications.
- When Quotation Sheet has only a general description(s) of item(s) required – show brand name with model number(s) and attach full specifications.
- Suppliers shall not offer more than one bid on each item. Two or more quotations on the same item may cause a rejection of the bid. Suppliers must determine which one of their many styles or types fully meet the specification.
- Freight or delivery charges must be included in quote, or shown separately on quote, so bid can be evaluated.
- **Bids must arrive no later than NOON** on the date stated or will be rejected. Faxed or E-mailed bids are not accepted unless specifically requested.
- Bids will be publicly opened on the date specified beginning at NOON.
- Prices quoted will be considered firm.
- Bids having an acceptance limit of less than 30 days after opening date may be rejected.
- Time of proposed delivery must be stated in definite terms.
- Failure of Bidder to understand the item(s) requested or any part of the specifications will not be a valid reason for bidding on the wrong item(s). Any questions regarding description of item(s) requested should be cleared with the Buyer listed in the bid document.
- **Samples** when requested must be delivered before actual time of bid opening with each sample plainly tagged showing the name of Bidder, Quotation Number, Brand Name and lot number or quality. Submission of samples does not relieve bidder from meeting the specifications as outlined in the Bid Documents unless the bidder specifically states they are bidding on an alternate.
- All samples are to be submitted to the address listed below unless otherwise stated in Bid Documents.
- Deliveries must be accompanied by a packing slip or invoice, listing the Department, Quotation Number, and the exact quantities of each item included in the shipment.
- ONLY U.S.P., N.F., OR N.N.D. DRUGS ARE ACCEPTABLE. ALL DRUGS MUST COME IN MANUFACTURER'S ORIGINAL PACKAGES, PROPERLY SEALED.
- In the event the successful bidder fails to make delivery of any item or items that meet the conditions and requirements as outlined in this proposal within 7 days of time stated by bidder on face of this quotation sheet, the City reserves the right to purchase said item or items on the "OPEN MARKET" and charge any costs above the BID PRICE to the bidder.
- The laws of the State of Missouri provide that the City of St. Louis pay no State Sales or Use Tax or Federal Excise Taxes and these taxes should be excluded from your bid price. Federal Excise Tax Exemption Certificates will be furnished to successful bidder.
- Suppliers shall save harmless the City of St. Louis from the payment of any and all claims or demands arising out of any infringement, alleged infringement, or use of any patent or patented device, article, system, arrangement, material or process used by him in the execution of this contract.
- Supply Division hours are Monday through Friday – 8:00 A.M. to 5:00 P.M. Main Number: 314-622-4580.

**All bids must be submitted in a SEALED ENVELOPE and mailed to:**

SUPPLY COMMISSIONER  
1200 MARKET ST RM 324  
ST LOUIS MO 63103-2842